



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
Human Resources Department
Professional Development Department

FROM: Bruce Moseley, Director
Office of School Leadership

DATE: October 29, 2015

RE: Institute for District Administrators (IDA)

The Office of School Leadership will again offer leadership training for district administrators in 2016. The Institute for District Administrators (IDA) program, designed specifically to meet the professional development needs of leaders at the district level, is targeted for assistant superintendents, program directors, coordinators, supervisors, and other district officers.

This institute consists of four (4) two-day sessions held in Columbia. Attendance at all sessions is required to receive four hours of recertification credit (80 points). Additionally, in accordance with the *Required Credentials for Professional Staff Members in the Instructional Programs of South Carolina's Public Schools* manual, this institute satisfies the training requirement for district directors and supervisors who otherwise do not currently hold an administrative certificate. Training dates are as follows:

February 4–5, 2016	July 14–15, 2016
April 21–22, 2016	September 7–8, 2016

Districts will be responsible for travel expenses, lodging, meals, and a participation fee of \$100, which includes lunch for the eight days. IDA will cover tuition as well as the cost of materials, supplies, and coffee.

The class is limited to 25 participants; therefore, the first 25 completed registration applications will be confirmed. Interested participants should register [online](#). **Because district superintendents must endorse their employees' participation, they should send a confirmation email from their district account to Dr. Jeff Long or Ms. Sally Barefoot at either of the email addresses below.** Please disseminate as needed and encourage appropriate district personnel to apply.

For additional information, please call or email:

Dr. Jeff Long, jlong@ed.sc.gov, (803) 896-0214
Sally Barefoot, sbarefoot@ed.sc.gov, (803) 896-0202

Attachment: IDA Flier